

Washington State Department of Health

Diversity and Inclusion Council Strategic Plan

January 2017 – February 2018

Adopted February 22, 2017

| Goal | Objective | Strategy | Performance Measure |
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| DOH staff reflect the diversity of Washington State at all levels of staff and management. | Provide input to DOH policies that impact diversity and inclusion | By February 28, 2017, submit DOH’s policy on Equal Employment Opportunity and a Workforce Free of Discrimination, Harassment, and Retaliation to the policy review committee for adoption. | Number of D & I policies submitted to the policy review committee. (target is 3) |
| | | By August 31, 2017, submit policy for the formation of employee network groups (AKA affinity groups) to the policy review committee for adoption. | Number of new employee network groups formed and meeting regularly, with executive sponsorship and support. (target is 2) |
| | | By September 30, 2017, submit a new Diversity, Inclusion Policy to the policy review committee for adoption. | Milestone: <ul style="list-style-type: none">Set up communication plan with Niquette |
| | Contribute to the consultant’s report on the state of diversity and inclusion at DOH | By December 31, 2017, provide input to the consultant’s report as needed. | Percent of Council members who contribute to the consultant’s report (target is 100%) |
| | Inform all DOH employees about the agency’s commitment to workforce diversity and inclusion | Beginning in February and July 2017, share agency diversity demographic information with all staff twice annually. | Communication methods: <ol style="list-style-type: none">Number of emails from John and other agency execsNumber of messages to all staff via the Daily DoseNumber of D&I Council members who talk with their division leaders Milestone: <ul style="list-style-type: none">Set up communication plan with Niquette |
| | | By December 31, 2017, create DOH’s first annual report on diversity and inclusion. Include recent statistics as well as overall agency D & I statistics. | |
| Goal 6, Obj. 1, Strategy 2 | | By December 31, 2017, produce a video featuring the Secretary, other leaders, and employees talking about the importance of diversity and inclusion in the workplace. The video will be posted on agency internet and intranet and embedded in recruitment announcements. | Number of views (by count on the DOH website and/or by accessing it through the LMS) Milestones: <ul style="list-style-type: none">Set up communication plan with NiquetteVideo completed |
| DOH’s organizational culture supports dialogue and listening for understanding that allows all employees to feel comfortable bringing their whole selves to work. Goal 6, Obj. 1, Strategy 1 | Institute employee network groups (aka affinity groups) | See policy strategy above | See measures above |
| | Increase educational activities to enhance cultural humility in the workplace throughout the agency. | By September 30, 2017, educational activities are held quarterly. | Number of quarterly activities presented (target is 2) Number of attendees at educational activities (target is 75, if we are able to count – depends on what kind of activities we do!) Milestone: <ul style="list-style-type: none">Set up communication plan with Niquette |
| Embed diversity and inclusion practices into agency infrastructure and business practices Goal 6, Obj. 1, Strategy 3 | Develop a best practices toolbox for use with managers’ annual diversity commitments | By December 31, 2017, develop a best practices toolbox with recruitment and retentions strategies, for use with managers’ annual diversity commitments | Milestone: <ul style="list-style-type: none">Set up communication plan with NiquetteTool box developed |
| | Establish annual diversity commitments for hiring authorities | By November 31, 2018, establish annual diversity commitments for hiring authorities across the agency | Percent of appointing authorities with annual commitments (target is 100%) Milestone: <ul style="list-style-type: none">Set up communication plan with Niquette |

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| Beginning in February and July 2017, share agency diversity demographic information with all staff twice annually. | By 2/28/17 submit anti-discrimination & harassment policy to the review committee for adoption. | By 8/31/17 submit policy for the formation of affinity groups to the policy review committee for adoption. | By 9/30/17, the D&I Council puts on educational activities quarterly. | By 9/30/17 submit new Diversity & Inclusion, Policy to review committee for adoption. | By 12/31/17 provide input to the consultant report as needed. | By 12/31/17 produced a video featuring the Secretary, leaders, and employees. | By 12/31/17, develop best practices toolbox with recruitment and retentions strategies. | By 12/31/17 create DOH’s first annual report on diversity and inclusion. | By 11/30/18, establish annual diversity commitments for hiring authorities across the agency. |
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